

**Answers to Frequently Asked Questions Disclosure: These answers are provided as a service to interested parties. Information contained is presented as general information and is based on policies and procedures at the time of the posting. Case by case determinations of eligibility will be made by FEMA.**

## **FY 2002 Supplemental Assistance Grant Program**

### **Answers to Frequently Asked Questions**

#### **Local match requirements**

Q: Is there a local match or cost-share required for using this grant award?

A: **No.** The award you receive as a sub-grantee through the state is 100 percent federal funds. If your municipality incurs costs that exceed the award amount, those costs would be a local responsibility.

#### **Administrative Allowance:**

Q: How much is my administrative allowance?

A: The administrative allowance is capped at 5 percent of your total subgrant award. The allowance is included in the subgrant award amount. It is not an addition to the amount awarded.

Q: What types of expenses are eligible to charge under the administrative allowance portion of my grant?

A: Eligible administrative activities include:

- 1) Grant management activities incurred after receiving sub-grant approval, such as:
  - a. Preparation of grant reports
  - b. Grant record keeping and file maintenance
- 2) Grant related indirect costs supported by a current Indirect Cost Rate approved by a federal cognizant agency.

Q: What happens if my “administrative expenses” exceed the 5 percent limit of my grant award?

A: Administrative expenses that exceed the 5 percent limit will not be reimbursed.

## **Eligible expenses under the working portion of your award**

Q: In general, what planning expenses are eligible under the award?

A: Eligible expenses include such things as staffing to directly implement the planning objectives (i.e. salaries and fringe benefits), costs to attend meetings (i.e. travel expenses including mileage and meals), and consultants to assist with planning objectives (i.e. contracts). These are examples of eligible expenses and not a comprehensive listing. Please refer to Office of Management and Budget Circular A-87 for general guidance to assist you in determining the “common rule” eligibility of expenses charged to federal grants. (<http://www.whitehouse.gov/OMB/grants/#circulars>)

Also see the following question regarding ineligible costs.

Q: In general, what expenses are not eligible under the award?

A: A complete description of unallowable costs can be found in Office of Management and Budget Circular A-87: (<http://www.whitehouse.gov/OMB/grants/#circulars>). In addition, reimbursement for expenses related to the following activities are not allowable:

- 1) Operational training of first responders (i.e. operating in a contaminated environment, etc.)
- 2) Exercises of any kind or size
- 3) Costs incurred outside the grant performance period

Q: How often can I be reimbursed for eligible expenses?

A: You can be reimbursed as often as each quarter of the grant period as long as you submit the quarterly progress report and quarterly billing that reflects that period's expenses.

Q: Can I charge additional hours to this program if I am already reimbursed for a full-time position under the Emergency Management Performance Grant (EMPG) Program for Locals?

A: The FY 2002 Supplemental Assistance Grant includes a supplanting clause. A “supplanting clause” means that **the funding provided by this grant program is intended to supplement and shall not be used to supplant State or local funds already dedicated to this effort** (the effort identified by the grant guidance).

What does this legal jargon mean in plain English? If you are currently funded as a full-time program manager under the EMPG to Locals Program, the funding under the FY 2002 Supplemental Assistance Grant cannot replace that funding or the work agreement/commitment tied to that funding.

EMD has determined that if you currently function as a full-time program manager you can request additional reimbursement for a reasonable amount of hours that you would work (in addition to your 40-hour work week commitment to the EMPG to Locals Grant Program). These additional work hours must be approved and documented at the local level. EMD reserves the right to deny approval of local work proposals containing excessive work hours that would be in obvious contradiction to this supplanting clause.

EMD encourages alternatives to excessive additional hours by full-time EMPG Local programs managers. Acceptable alternatives include delegating the planning effort to assistants or local planners that currently work within your jurisdiction. Also acceptable is the hiring of private sector consultants with expertise in carrying out local planning projects.

EMD expects that, as the local emergency preparedness manager, you will be involved in this planning process (assuming the roll of a manager or coordinator). Keeping in mind that the goal of the FY 2002 Supplemental Assistance grant is to increase local capability, accomplishing the bulk of this planning project through a collaborative local team planning effort would result in significant strides toward that goal. This team should include local first responders representing all critical disciplines within your locale. The team should also include local government, private sector, and private nonprofit agencies within your jurisdiction. The normal work hours of employees from these agencies may be an eligible cost as long as they are not currently funded on a full-time basis from other federal programs. If they are funded on a full-time basis by another federal program, a small portion of additional hours (above and beyond their normal full-time workweek) may be eligible for reimbursement.

Q: Can this planning project be accomplished by an independent consultant?

A: Yes, an independent consultant, as was mentioned in the previous answer, can accomplish this project. A map including all regional planning commissions throughout the state is included on your CD. These commissions should be able to supply you with information regarding independent consultants capable of assisting with a planning project of this nature.

### **Performance period of the Grant**

Q. What is the performance period of this grant?

A: The beginning of your performance period is based on the date that EMD receives your application package. The end of your performance period is one year from the state grant award date. The state was awarded this grant on December 15, 2002; therefore, the end date of the performance period for the state grant and all of the local subgrants is December 16, 2003.

### **Eligibility of Tribal Nations**

Q: Are tribal nations eligible for this funding?

A: Yes, tribal nations are eligible for funding under this grant program. The funds may be requested through the county emergency preparedness program manager. The funding to tribal nations would be issued from the counties portion of funding as designated on the “Local Funding Allocation Spreadsheet” that is contained in the workshop guidance.

### **Emergency Operations Center Assessments**

Q: In the process of completing the EOC assessments, estimates for equipment upgrades, increasing the size of the EOC, etc. may be required. What steps are locals expected to take to obtain accurate information regarding these estimates?

A: EMD would like accurate estimates but is not requiring that local programs follow through with actual bids for these upgrades, EOC enhancements, etc. Phone call bids from contractors or suppliers would be adequate, for example. If there is a qualified person within the county office who is able to estimate the particular costs, that would be adequate. Please try to gather professional and up-to-date estimates with the least amount of time and effort as you can.